

Industrial User Inventory and Characterization Procedures

Prohibited Discharges

If at any time during the Industrial User Inventory and Characterization Procedures a prohibited discharge of a pollutant that may or is causing imminent endangerment to human health, welfare or to the environment the Pre-Treatment Coordinator will exercise their emergency authority to halt or prevent such discharge in accordance with the City of Helena's Industrial Waste Regulations and Emergency Response Plan.

New business Inventory Review

- Obtain annually a list of all new businesses in the City of Helena from the building licensing office.
- Review the annual new businesses list for business names that discharge any wastewater other than domestic wastewater to the Wastewater Treatment Plant (WWTP) and may be a Significant Industrial User (SIU).
- Mail an Industrial Waste Survey form to each of the potential SIU businesses and track responses.
- Perform a site inspection to review the potential SIU business's wastewater discharge operations for any response received that discharges wastewater other than domestic water.
- Review the information obtained, meet with the Pre-treatment team and decide if that business needs to be permitted or not.
- Identify and perform the necessary permitting process in conjunction with EPA review and approval.

Existing Business Inspections

Pre-treatment Coordinator or designated Pre-treatment Program personnel will make observations when they are driving around the City of Helena for businesses that may be discharging wastewater other than domestic wastewater.

Fire Marshal will notify the Pre-treatment Coordinator if, during their existing business inspections, they see any business that has stored chemicals and they have reason to believe the business may be discharging chemicals to the sanitary sewer system.

The Utility Maintenance Division inspects approximately 20% of the City of Helena sanitary sewer system mainline annually by video recording. During mainline inspections, the Utility Maintenance personnel will observe all sanitary sewer connections for grease, roots and chemical flow or staining. When grease is encountered the Utility Maintenance personnel contact the business and require maintenance to be completed on the grease trap or installation of required grease trap equipment. When chemical staining or flow is encountered, Utility Maintenance personnel will notify the Pre-treatment Coordinator immediately.

If any business is identified as discharging chemicals or wastewater other than domestic wastewater to the sanitary sewer system, the Pre-treatment coordinator will perform the following:

- Visit the business and deliver a Waste Survey form.
- Review observations and response to waste survey form.
- Perform a site inspection to review the business's wastewater discharge operations of any response received that the business discharges wastewater other than domestic water.
- Review the information obtained, meet with Pre-treatment team and decide if that business needs to be permitted or not.
- Identify and perform the necessary permitting process in conjunction with EPA review and approval.